



**FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
PHILADELPHIA COURT OF COMMON PLEAS**

Tuesday, August 11, 2020

TRIAL DIVISION – CIVIL

NOTICE TO THE BAR

**Extension of Protocol for
Civil Case Management Conferences During COVID-19 Judicial Emergency**

Please take notice that the waiver of civil case management conferences in any civil case pursuant to the June 26, 2020 Notice to the Bar is extended until further Order of the Court.

Notice of the scheduled date of issuance of the Case Management Order will be sent to all counsel of record and unrepresented parties by electronic means or through the United States Postal Service, regular mail. **All Counsel shall file their case management memoranda no later than five (5) days prior to the scheduled issuance date. Failure to do so may result in the imposition of monetary sanctions.**

In lieu of the case management conference, the Civil Case Managers will review the electronic court record, civil docket and case management memoranda and, based upon the presumptive case management track (which is determined by the court type, case type, number of parties and nature and complexity of the case) shall issue a Case Management Order assigning the case to either the Expedited, Standard or Complex case management track.

The resulting Case Management Order will be docketed and issued to all counsel of record and unrepresented parties by electronic means or through the United States Postal Service, regular mail.

Please be reminded that the Civil Case Managers work directly under the supervision of the Supervising Judge and the Judicial Team Leaders, to whom the results of each case management review will be reported.

Honorable Jacqueline F. Allen
Administrative Judge, Trial Division

Honorable Lisette Shirdan-Harris
Supervising Judge, Trial Division – Civil